



Supreme Court of Illinois
ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS

Instructions for Registering Online for AOIC Court Interpreter Certification Events

To assist the Illinois circuit courts with providing qualified interpreters, the Administrative Office of the Illinois Courts (AOIC) administers a statewide certification program for persons with native-like mastery of English and a second language. Certification requires attendance at an orientation and passing written and oral exams. For a detailed overview of the AOIC Language Access Program and the policies and procedures in place for the training and certification of interpreters, please review the [Language Access Program Manual](#). You can also visit the [language access program website](#) to view upcoming events and find information about registration deadlines and fees.

The AOIC has developed an online database called the "Language Interpreter Registry" (LIR) to manage interpreter certification events and allow candidates to pay for events online through the State Treasurer's website. Below are instructions regarding how to register and pay for upcoming events.

- 1 To register, click on the link provided on our website to go to the "Language Interpreter Registry" (LIR) application login screen, or click on the following link: www.illinoiscourts.gov/courtapps**

Supreme Court of Illinois - Language Interpreter Registry

Please log in to the Language Interpreter Registry using your AOIC-issued username and password. If you are a new user or do not know your password, please click on the New User or Password Reset link for more information.

Username

Password

[New User or Password Reset](#)

2 Sign in with the username and password provided to you.

If you have attended a certification event, you should receive an email from the AOIC with your username and password. Please contact Noor Alawawda at nalawawda@illinoiscourts.gov if you did not receive a username and password.

If you are a new user and were not given a username and password, click on the "New User or Password Reset" link for further instructions.

Please log in to the Language Interpreter Registry using your AOIC-issued username and password. If you are a new user or do not know your password, please click on the 'New User or Password Reset' link for more information.

Login

Username
Password

[New User or Password Reset](#)

Once you click on the "New User or Password Reset" link you will be directed to this page. To receive a username and password, simply send an email to LIRSupport@illinoiscourts.gov with your full name, phone number and address and click "Send." You will receive an email from the AOIC with your user ID and password within 1-2 business days. If you use a desktop email application like Outlook, you can click on the "Request ID" link to open a new email to LIRSupport@illinoiscourts.gov.

Back

New User and Password Reset Request


This is an automated request to issue you access to the Supreme Court's full Language Interpreter Registry application. To access this site, you must have been certified as a language interpreter or be an active candidate seeking certification. By clicking on the 'Request ID' link below, an e-mail will be sent to confirm your status. In the e-mail, please indicate your full name, phone number, address, and judicial circuit and click 'Send'. The AOIC will then validate this information and return an e-mail to you with the user ID and password authorizing your access to the site. You are then required to change your password to secure access to the site and your personal information. Passwords must be at least eight (8) characters in length, contain at least one lower case letter, one capital letter, and one number.

If you do not know your password, please include your name, phone number, and user id in the e-mail and request your password be reset. The AOIC will return a new password to you via e-mail. You are then required to change your temporary password to secure access to the site and your personal information.

Shared e-Mail: LIRSupport@IllinoisCourts.gov.
[Request ID](#)

Once you receive a username and password, visit the link in Step 1 to sign in.

Once you sign in, you must change your password by clicking on the "Change Password" link near the top of the page and entering the appropriate fields. Passwords must be a minimum of 8 characters in length, include at least one Capital letter and one number.



Supreme Court of Illinois – Language Interpreter Registry

Welcome BYRD411 | [Change Password](#) | [Logout](#) |

[My Profile](#) | [Upcoming Events](#) | [Event History](#)

3 Enter profile information.

Once you sign in, new users will be prompted to enter their profile information on the "My Profile" tab. If you are not a new user, please check that all of the information is correct. Once all information is entered correctly, select "Apply Changes."

Supreme Court of Illinois – Language Interpreter Registry

| Change Password | Logout |

My Profile Upcoming Events Event History

Personal Details Cancel Apply Changes Print

*** Required**

*** First Name** Sophia **Middle Name** *** Last Name** Akbar

Address1 222 N. LaSalle St. **Address2** 13th floor **City** Chicago

State Illinois **Zip** 60601 *** Email Id** sakbar@illinoiscourts.gov

Alternate Email Id *** Phone Number** 312-793-2013 **Alternate Phone Number** 999.999.9999

*** Gender** ☐ Male ☒ Female ☐ Undefined

Other names by which you have been known

State, province, region and country of your national origin

Comments

*** Languages**

Tamil
Telugu
Thai
Tigre
Tigrinya
Turkish
Twi
Ukrainian
Vietnamese
Yoruba

Arabic
Urdu

4 Register for an event.

When you sign in, you will see the registration page. Please note that you can only see the events that you are eligible for. For example, if you have not attended orientation, you will only be able to register for an upcoming orientation. If you have attended orientation, you will be able to sign up for upcoming written exams. If you have passed the written exam, you will be able to sign up for an oral exam, if an exam is available in your language.

Select the event you wish to register for by clicking "Register" on the appropriate line.



Supreme Court of Illinois – Language Interpreter Registry

| Change Password | Logout |

My Profile **Upcoming Events** **Event History**

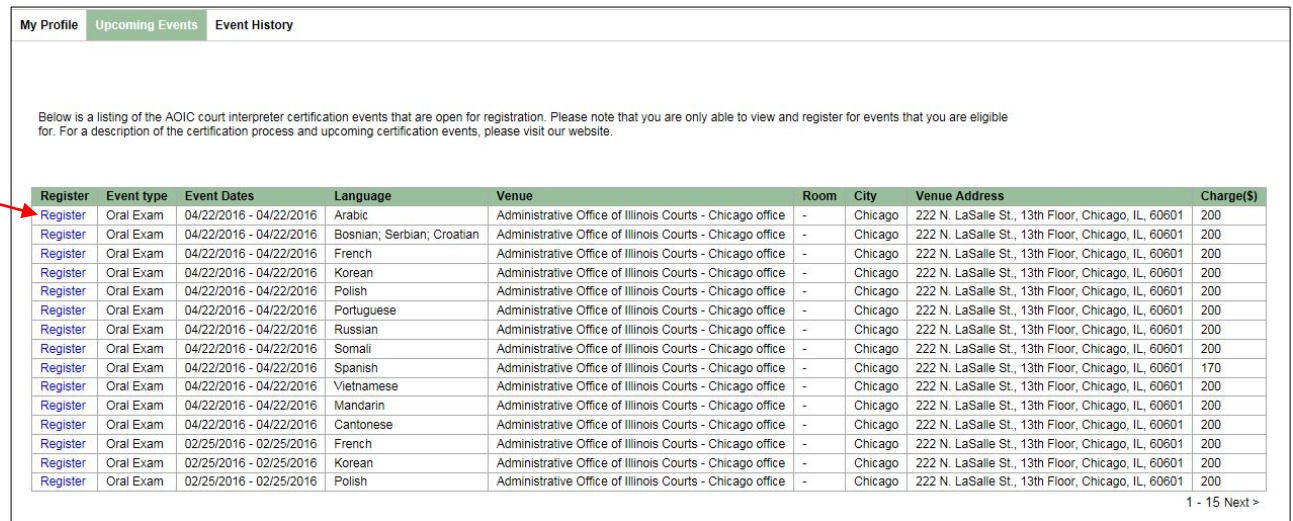
Below is a listing of the AOIC court interpreter certification events that are open for registration. Please note that you are only able to view and register for events that you are eligible for. For a description of the certification process and upcoming certification events, please visit our [website](#).

Register	Event type	Event Dates	Language	Venue	Room	City	Venue Address	Charge(\$)
Register	Orientation	11/16/2015 - 11/17/2015	-	Chicago AOIC Office	Conference Room	Chicago	222 N LaSalle, 13th Fl. , Chicago, IL	200

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Special instructions for registering for an oral exam

When registering for an oral exam, select the appropriate event date and language by clicking "Register."



My Profile **Upcoming Events** **Event History**

Below is a listing of the AOIC court interpreter certification events that are open for registration. Please note that you are only able to view and register for events that you are eligible for. For a description of the certification process and upcoming certification events, please visit our [website](#).

Register	Event type	Event Dates	Language	Venue	Room	City	Venue Address	Charge(\$)
Register	Oral Exam	04/22/2016 - 04/22/2016	Arabic	Administrative Office of Illinois Courts - Chicago office	-	Chicago	222 N. LaSalle St., 13th Floor, Chicago, IL, 60601	200
Register	Oral Exam	04/22/2016 - 04/22/2016	Bosnian; Serbian; Croatian	Administrative Office of Illinois Courts - Chicago office	-	Chicago	222 N. LaSalle St., 13th Floor, Chicago, IL, 60601	200
Register	Oral Exam	04/22/2016 - 04/22/2016	French	Administrative Office of Illinois Courts - Chicago office	-	Chicago	222 N. LaSalle St., 13th Floor, Chicago, IL, 60601	200
Register	Oral Exam	04/22/2016 - 04/22/2016	Korean	Administrative Office of Illinois Courts - Chicago office	-	Chicago	222 N. LaSalle St., 13th Floor, Chicago, IL, 60601	200
Register	Oral Exam	04/22/2016 - 04/22/2016	Polish	Administrative Office of Illinois Courts - Chicago office	-	Chicago	222 N. LaSalle St., 13th Floor, Chicago, IL, 60601	200
Register	Oral Exam	04/22/2016 - 04/22/2016	Portuguese	Administrative Office of Illinois Courts - Chicago office	-	Chicago	222 N. LaSalle St., 13th Floor, Chicago, IL, 60601	200
Register	Oral Exam	04/22/2016 - 04/22/2016	Russian	Administrative Office of Illinois Courts - Chicago office	-	Chicago	222 N. LaSalle St., 13th Floor, Chicago, IL, 60601	200
Register	Oral Exam	04/22/2016 - 04/22/2016	Somali	Administrative Office of Illinois Courts - Chicago office	-	Chicago	222 N. LaSalle St., 13th Floor, Chicago, IL, 60601	200
Register	Oral Exam	04/22/2016 - 04/22/2016	Spanish	Administrative Office of Illinois Courts - Chicago office	-	Chicago	222 N. LaSalle St., 13th Floor, Chicago, IL, 60601	170
Register	Oral Exam	04/22/2016 - 04/22/2016	Vietnamese	Administrative Office of Illinois Courts - Chicago office	-	Chicago	222 N. LaSalle St., 13th Floor, Chicago, IL, 60601	200
Register	Oral Exam	04/22/2016 - 04/22/2016	Mandarin	Administrative Office of Illinois Courts - Chicago office	-	Chicago	222 N. LaSalle St., 13th Floor, Chicago, IL, 60601	200
Register	Oral Exam	04/22/2016 - 04/22/2016	Cantonese	Administrative Office of Illinois Courts - Chicago office	-	Chicago	222 N. LaSalle St., 13th Floor, Chicago, IL, 60601	200
Register	Oral Exam	02/25/2016 - 02/25/2016	French	Administrative Office of Illinois Courts - Chicago office	-	Chicago	222 N. LaSalle St., 13th Floor, Chicago, IL, 60601	200
Register	Oral Exam	02/25/2016 - 02/25/2016	Korean	Administrative Office of Illinois Courts - Chicago office	-	Chicago	222 N. LaSalle St., 13th Floor, Chicago, IL, 60601	200
Register	Oral Exam	02/25/2016 - 02/25/2016	Polish	Administrative Office of Illinois Courts - Chicago office	-	Chicago	222 N. LaSalle St., 13th Floor, Chicago, IL, 60601	200

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(Special instructions for registering for an oral exam cont'd)

Select the exam components you plan to take. If you are taking the full exam, select all three components by clicking the top arrow.

My ProfileUpcoming EventsEvent History

Register for LanguagesBack To ListSubmit

LanguageArabic

Consecutive Oral Exam- \$100
Sight Oral Exam- \$50
Simultaneous Oral Exam- \$50

Component

>>><<<

↑

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Once your selection is complete, click "Submit."

My ProfileUpcoming EventsEvent History

Register for LanguagesBack To ListSubmit

LanguageArabic

Component

>>><<<

Consecutive Oral Exam- \$100
Sight Oral Exam- \$50
Simultaneous Oral Exam- \$50

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5 Paying your registration fee

Once you click "Register", you will be directed to a separate secure site through the State Treasurer's Office for e-payment. Select the event type you are registering for. (If you have a pop-up blocker, you will have to change your web browser settings to allow pop ups to be directed to the State Treasurer's website).

Note: The AOIC now only accepts electronic payment (i.e., credit cards) for certification events.



E-Pay Administrative Office of the Illinois Courts

Search About

Welcome to Illinois Courts

Welcome from the Administrative Office of the Illinois Courts

This is an effort to offer the most innovative payment options. We hope you find this service convenient and easy to use.

Thank you for your payment!

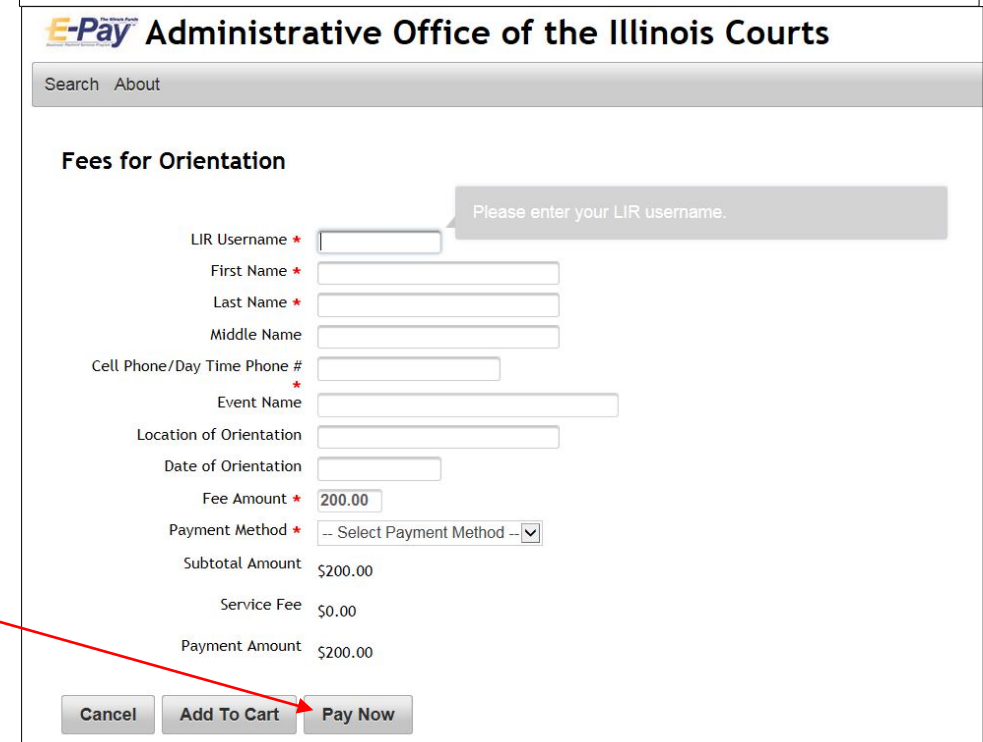
Service fee pricing: All credit cards will include a service fee of 2.35% or \$1.00 minimum. The fee is not charged or collected by the Administrative Office of the Illinois Courts.

Payment Type (Please click the link below to make a payment.)	We Accept
Fees for Orientation	VISA, MasterCard, American Express, Discover
Fees for Written Exam	VISA, MasterCard, American Express, Discover
Fees for Oral Exam	VISA, MasterCard, American Express, Discover

For assistance, please contact us at:
 Administrative Office of the Illinois Courts
 3101 Old Jacksonville Road
 Springfield, IL 62704
sakbare@illinoiscourts.gov
 (312) 793-2013
www.illinoiscourts.gov

[About E-Pay](#) [User Terms](#) [Contact](#) [Help](#) [State Treasurer's Office](#) [Make a Payment](#) [Sign In](#)

Enter the information on the fields provided. Once all information is entered correctly, click "Pay now" to enter credit or debit card payment information.



E-Pay Administrative Office of the Illinois Courts

Search About

Fees for Orientation

Please enter your LIR username.

LIR Username *

First Name *

Last Name *

Middle Name

Cell Phone/Day Time Phone #

Event Name

Location of Orientation

Date of Orientation

Fee Amount *

Payment Method * -- Select Payment Method --

Subtotal Amount \$200.00

Service Fee \$0.00

Payment Amount \$200.00

Make sure your selection is correct, and select "Checkout."

E-Shop Administrative Office of the Illinois Courts

Search About

My Shopping Cart

Item Description	Amount	Action
Fees for Orientation - akbar11880	\$200.00	X

Payment Method: Visa

Service Fees: \$1.00

Total: \$201.00

Continue Shopping Checkout

Enter all required fields and click "Continue" to go to the next section. Once the payment information is entered correctly, click "Submit" to complete your transaction.

You will receive a payment confirmation to the email address you provided. This completes your registration. Closer to the event date, you will receive communication from the AOIC regarding details about the event. Thank you for your interest in the AOIC certification program!

Michael W. Frerichs
ILLINOIS STATE TREASURER

Billing Information

Please enter your Billing Instructions here

Billing Contact

First Name * Last Name *

Email Address *

Phone Number *

Billing Address

Street Address Line1 *

Zip Code * Select One *

City *

CONTINUE

Cart Contents

ItemDescription	ItemAmount	MasterTransId	TransId	PayableId	TransDetailMultipleItemsId	FeeType	LIR
Fees for Orientation - akbar11880	200.00	780347	780347	118928	0	Orientation	akt

Payment Information

Review & Submit

Contact us
IL SUPREME COURT - INTERPRETER CERT
Certification & Training Fees
3101 Old Jacksonville Road
Springfield, IL 62704
Phone: 217-785-8446
Fax: 217-557-8211

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